

Tier I Qualified Facility SPCC Plan

This template constitutes the SPCC Plan for the facility, when completed and signed by the owner or operator of a facility that meets the applicability criteria in §112.3(g)(1). This template addresses the requirements of 40 CFR part 112. Maintain a complete copy of the Plan at the facility if the facility is normally attended at least four hours per day, or for a facility attended fewer than four hours per day, at the nearest field office. When making operational changes at a facility that are necessary to comply with the rule requirements, the owner/operator should follow state and local requirements (such as for permitting, design and construction) and obtain professional assistance, as appropriate.

Facility Description

Facility Name Nationalgrid Greenpoint Energy Center

Facility Address 287 Maspeth Avenue

City Brooklyn State NY ZIP 11211-1788

County Kings Tel. Number (516) 545 - 2562

Owner or Operator Name Brooklyn Union Gas Company.

Owner or Operator Address One MetroTech Center

City Brooklyn State NY ZIP 11201

County Kings Tel. Number (516) 545 - 2562

I. Self-Certification Statement (§112.6(a)(1))

The owner or operator of a facility certifies that each of the following is true in order to utilize this template to comply with the SPCC requirements:

I Michael Lauro certify that the following is accurate:

1. I am familiar with the applicable requirements of 40 CFR part 112;
2. I have visited and examined the facility;
3. This Plan was prepared in accordance with accepted and sound industry practices and standards;
4. Procedures for required inspections and testing have been established in accordance with industry inspection and testing standards or recommended practices;
5. I will fully implement the Plan;
6. This facility meets the following qualification criteria (under §112.3(g)(1)):
 - a. The aggregate aboveground oil storage capacity of the facility is 10,000 U.S. gallons or less; and
 - b. The facility has had no single discharge as described in §112.1(b) exceeding 1,000 U.S. gallons and no two discharges as described in §112.1(b) each exceeding 42 U.S. gallons within any twelve month period in the three years prior to the SPCC Plan self-certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years (not including oil discharges as described in §112.1(b) that are the result of natural disasters, acts of war, or terrorism); and
 - c. There is no individual oil storage container at the facility with an aboveground capacity greater than 5,000 U.S. gallons.
7. This Plan does not deviate from any requirement of 40 CFR part 112 as allowed by §112.7(a)(2) (environmental equivalence) and §112.7(d) (impracticability of secondary containment) or include any measures pursuant to §112.9(c)(6) for produced water containers and any associated piping;
8. This Plan and individual(s) responsible for implementing this Plan have the full approval of management and I have committed the necessary resources to fully implement this Plan.

I also understand my other obligations relating to the storage of oil at this facility, including, among others:

1. To report any oil discharge to navigable waters or adjoining shorelines to the appropriate authorities. Notification information is included in this Plan.
2. To review and amend this Plan whenever there is a material change at the facility that affects the potential for an oil discharge, and at least once every five years. Reviews and amendments are recorded in an attached log [See Five Year Review Log and Technical Amendment Log in Attachments 1.1 and 1.2.]
3. Optional use of a contingency plan. A contingency plan:
 - a. May be used in lieu of secondary containment for qualified oil-filled operational equipment, in accordance with the requirements under §112.7(k), and;
 - b. Must be prepared for flowlines and/or intra-facility gathering lines which do not have secondary containment at an oil production facility, and;
 - c. Must include an established and documented inspection or monitoring program; must follow the provisions of 40 CFR part 109; and must include a written commitment of manpower, equipment and materials to expeditiously remove any quantity of oil discharged that may be harmful. If applicable, a copy of the contingency plan and any additional documentation will be attached to this Plan as Attachment 2.

I certify that I have satisfied the requirement to prepare and implement a Plan under §112.3 and all of the requirements under §112.6(a). I certify that the information contained in this Plan is true.

Signature Michael Lauro

Title: Lead Environmental Scientist

Name Michael Lauro

Date: 8 / 3 / 2016

II. Record of Plan Review and Amendments

Five Year Review (§112.5(b)):

Complete a review and evaluation of this SPCC Plan at least once every five years. As a result of the review, amend this Plan within six months to include more effective prevention and control measures for the facility, if applicable. Implement any SPCC Plan amendment as soon as possible, but no later than six months following Plan amendment. Document completion of the review and evaluation, and complete the Five Year Review Log in Attachment 1.1. If the facility no longer meets Tier I qualified facility eligibility, the owner or operator must revise the Plan to meet Tier II qualified facility requirements, or complete a full PE certified Plan.

Table G-1 Technical Amendments (§§112.5(a), (c) and 112.6(a)(2))

This SPCC Plan will be amended when there is a change in the facility design, construction, operation, or maintenance that materially affects the potential for a discharge to navigable waters or adjoining shorelines. Examples include adding or removing containers, reconstruction, replacement, or installation of piping systems, changes to secondary containment systems, changes in product stored at this facility, or revisions to standard operating procedures.	X
Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template. [§112.6(a)(2)] [See Technical Amendment Log in Attachment 1.2]	X

III. Plan Requirements

1. Oil Storage Containers (§112.7(a)(3)(i)):

Table G-2 Oil Storage Containers and Capacities			
This table includes a complete list of all oil storage containers (aboveground containers ^a and completely buried tanks ^b) with capacity of 55 U.S. gallons or more, unless otherwise exempt from the rule. For mobile/portable containers, an estimated number of containers, types of oil, and anticipated capacities are provided.			x
Oil Storage Container (indicate whether aboveground (A) or completely buried (B))	Type of Oil	Shell Capacity (gallons)	
TBT-1 a/g Tank	Lube oil	500 gallons	
TBT-2 a/g Tank	Lube oil	280 gallons	
TBT-3 a/g Tank	Transmission Fluid	280 gallons	
TBT-5 a/g Tank	Hydraulic Fluid	280 gallons	
TBT-6 a/g Tank	Used Oil	275 gallons	
TBT-7 a/g Tank	Used Oil	375 gallons	
Salt Water Pump House Natural Gas Engine (operational equipment)	Lube Oil	100 gallons	
Feed Gas Compressor (operational equipment)	Lube Oil	275 gallons	
Expander (operational equipment)	Lube Oil	275 gallons	
27kva Substation for LNG Plant 3 Transformers (operational equipment)	Dielectric Fluid	3x835 gallons	
Substation C Transformer (operational equipment)	Dielectric Fluid	500 gallons	
Substation D Transformer (operational equipment)	Dielectric Fluid	400 gallons	
Substation E 3 Transformers (operational equipment)	Dielectric Fluid	3x139 gallons	
Substation S 2 Transformers (operational equipment)	Dielectric Fluid	2x270 gallons	
LNG Vaporizer 2 Transformers (operational equipment)	Dielectric Fluid	2x270 gallons	
Fleet Garage Drum Storage	Mixed Oils	10X55 gallons	
Haz Mat Sheds (2)	Mixed Oils	5x55 gallons	
UST Compliant With 40CFR280 not subject to SPCC	Gasoline	4000 gallons	
UST Compliant with 40CFR280 not subject to SPCC	Diesel	1000 gallons	
Caterpillar Natural Gas Engine (3) (operational equipment)	Lube Oil exempt (<55 gal each)	3x40 gallons exempt size	
Tail Gas Compressor (operational equipment)	Lube Oil exempt (<55 gal)	50 gallons exempt size	
Total Aboveground Storage Capacity ^c		8367	gallons
Total Completely Buried Storage Capacity		5000	gallons
Facility Total Oil Storage Capacity		13367	gallons

^a Aboveground storage containers that must be included when calculating total facility oil storage capacity include: tanks and mobile or portable containers; oil-filled operational equipment (e.g. transformers); other oil-filled equipment, such as flow-through process equipment. Exempt containers that are not included in the capacity calculation include: any container with a storage capacity of less than 55 gallons of oil; containers used exclusively for wastewater treatment; permanently closed containers; motive power containers; hot-mix asphalt containers; heating oil containers used solely at a single-family residence; and pesticide application equipment or related mix containers.

^b Although the criteria to determine eligibility for qualified facilities focuses on the aboveground oil storage containers at the facility, the completely buried tanks at a qualified facility are still subject to the rule requirements and must be addressed in the template; however, they are not counted toward the qualified facility applicability threshold.

^c Counts toward qualified facility applicability threshold.

2. Secondary Containment and Oil Spill Control (§§112.6(a)(3)(i) and (ii), 112.7(c) and 112.9(c)(2)):

Table G-3 Secondary Containment and Oil Spill Control		
Appropriate secondary containment and/or diversionary structures or equipment ^a is provided for all oil handling containers, equipment, and transfer areas to prevent a discharge to navigable waters or adjoining shorelines. The entire secondary containment system, including walls and floor, is capable of containing oil and is constructed so that any discharge from a primary containment system, such as a tank or pipe, will not escape		X

the containment system before cleanup occurs.

^a Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

Table G-4 below identifies the tanks and containers at the facility with the potential for an oil discharge; the mode of failure; the flow direction and potential quantity of the discharge; and the secondary containment method and containment capacity that is provided.

Table G-4 Containers with Potential for an Oil Discharge

Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method ^a	Secondary containment capacity (gallons)
Bulk Storage Containers and Mobile/Portable Containers^b					
TBT-1		500 gal	In Building	Double Walled Tank	>500 gal
TBT-2		280 gal	In Building	Double Walled Tank	>280 gal
TBT-3		280 gal	In Building	Double Walled Tank	>280 gal
TBT-5		280 gal	In Building	Double Walled Tank	>280 gal
TBT-6		275 gal	In Building	Double Walled Tank	>275 gal
TBT-7		375 gal	In Building	Double Walled Tank	>375 gal
Fleet Garage Drum Storage	Ruptured Drum	55 gal	In Building	Containment Pallets	>55 gal
Haz Mat Shed (2)	Ruptured Drum	55 gal	In Shed	Integral Containment	>55 gal
Oil-filled Operational Equipment (e.g., hydraulic equipment, transformers)^c					
Salt Water Pump House Natural Gas Engine	Reservoir Rupture	100 gal	In Building	Building Basement	>100 gal
Feed Gas Compressor	Reservoir Rupture	275 gal	All Directions	Trap Rock/Soil	>275 gal
Expander	Reservoir Rupture	275 gal	All Directions	Trap Rock/Soil	>275 gal
Caterpillar Natural Gas Engine (3)	Reservoir Rupture	40 gal	In Building	Building Floor	>40 gal
Tail Gas Compressor	Reservoir Rupture	50 gal	All Directions	Trap Rock/Soil	>50 gal
27kva Substation for LNG Plant 3 Transformers	Cooling Fin Leak	835	All Directions	Concrete Containment	>835 gal
Substations C, E, S and LNG Vaporizer Transformers	Cooling Fin Leak	500	All Directions	Trap Rock/Soil	>500 gal
Substation D	Cooling Fin Leak	400	All Directions	Concrete Curb/Trap Bag	>400 gal
Piping, Valves, etc					
Tanks TBT-1, 2, 3, 5, 6, 7	Rupture	50 gal	In Building	Building Floor Drain to Tank	>50 gal

^a Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

^b For storage tanks and bulk storage containers, the secondary containment capacity must be at least the capacity of the largest container plus additional capacity to contain rainfall or other precipitation.

^c For oil-filled operational equipment: Document in the table above if alternative measures to secondary containment (as described in §112.7(k)) are implemented at the facility.

3. Inspections, Testing, Recordkeeping and Personnel Training (§§112.7(e) and (f), 112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)):

Table G-5 Inspections, Testing, Recordkeeping and Personnel Training	
An inspection and/or testing program is implemented for all aboveground bulk storage containers and piping at this facility. [§§112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)]	x
<p>The following is a description of the inspection and/or testing program (e.g. reference to industry standard utilized, scope, frequency, method of inspection or test, and person conducting the inspection) for all aboveground bulk storage containers and piping at this facility:</p> <p>Drum storage areas are inspected weekly for proper labeling and visual signs of leakage.</p> <p>Tanks are visually inspected monthly at a minimum by operating personnel for the following:</p> <ul style="list-style-type: none"> • Signs of leakage • Condition of tank • Condition of piping where present • Condition of foundation • Alarm/gauge function where present • Condition of containment where present 	
Inspections, tests, and records are conducted in accordance with written procedures developed for the facility. Records of inspections and tests kept under usual and customary business practices will suffice for purposes of this paragraph. [§112.7(e)]	x
A record of the inspections and tests are kept at the facility or with the SPCC Plan for a period of three years. [§112.7(e)] [Inspection Log maintained by site personnel]	x
Inspections and tests are signed by the appropriate supervisor or inspector. [§112.7(e)]	x
Personnel, training, and discharge prevention procedures [§112.7(f)]	
Oil-handling personnel are trained in the operation and maintenance of equipment to prevent discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and, the contents of the facility SPCC Plan. [§112.7(f)]	x
A person who reports to facility management is designated and accountable for discharge prevention. [§112.7(f)]	x
Name/Title: <u>Kerry Martin, Fleet Supervisor Kevin Goldhahn, LNG Operations Supervisor</u>	
Discharge prevention briefings are conducted for oil-handling personnel annually to assure adequate understanding of the SPCC Plan for that facility. Such briefings highlight and describe past reportable discharges or failures, malfunctioning components, and any recently developed precautionary measures. [§112.7(f)]	x
[Training records are maintained by Learning & Development and area supervisors]	

4. Security (excluding oil production facilities) §112.7(g):**Table G-6 Implementation and Description of Security Measures**

Security measures are implemented at this facility to prevent unauthorized access to oil handling, processing, and storage area.	x
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The following is a description of how you secure and control access to the oil handling, processing and storage areas; secure master flow and drain valves; prevent unauthorized access to starter controls on oil pumps; secure out-of-service and loading/unloading connections of oil pipelines; address the appropriateness of security lighting to both prevent acts of vandalism and assist in the discovery of oil discharges:

Entire facility is fenced with secure access by card key.

5. Emergency Procedures and Notifications (§112.7(a)(3)(iv) and 112.7(a)(5)):**Table G-7 Description of Emergency Procedures and Notifications**

The following is a description of the immediate actions to be taken by facility personnel in the event of a discharge to navigable waters or adjoining shorelines [§112.7(a)(3)(iv) and 112.7(a)(5)]:

In the event of a spill the facility contacts the 24/7 spill number at 1-800-204-2730, Miller Environmental. Miller Environmental in turn makes all the required regulatory notifications based on the incident specifics. They also notify Nationalgrid's Environmental Department.

If possible the individual discovering the spill will take any actions within their capabilities to stop the source if still active.

6. Contact List (§112.7(a)(3)(vi)):**Table G-8 Contact List**

Contact Organization / Person	Telephone Number
National Response Center (NRC)	1-800-424-8802
Cleanup Contractor(s)	
Miller Environmental	631-369-4900
Waste Recycling	631-924-8111
Clean Harbors	800-282-0058
Key Facility Personnel	
Designated Person Accountable for Discharge Prevention: Kerry Martin	Office: 718-963-5442
	Emergency: 347-609-3436
Kevin Goldhahn	Office: 718-963-5473
	Emergency: 576-924-1294
Joseph Odierna	Office: 516-545-2255
	Emergency: 516-369-1883
	Office:
	Emergency:
State Oil Pollution Control Agencies NYS Department of Environmental Conservation	800-457-7362
Other State, Federal, and Local Agencies	
Local Fire Department New York City Fire Department	911 or 311
Local Police Department New York City Police Department	911 or 718-383-3879
Hospital Wyckoff Heights Medical Center	718-963-7272
Other Contact References (e.g., downstream water intakes or neighboring facilities)	

7. NRC Notification Procedure (§112.7(a)(4) and (a)(5)):

Table G-9 NRC Notification Procedure	
In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information identified in Attachment 4 will be provided to the National Response Center immediately following identification of a discharge to navigable waters or adjoining shorelines [See Discharge Notification Form in Attachment 3]: [§112.7(a)(4)]	x
<ul style="list-style-type: none"> • The exact address or location and phone number of the facility; • Date and time of the discharge; • Type of material discharged; • Estimate of the total quantity discharged; • Estimate of the quantity discharged to navigable waters; • Source of the discharge; 	<ul style="list-style-type: none"> • Description of all affected media; • Cause of the discharge; • Any damages or injuries caused by the discharge; • Actions being used to stop, remove, and mitigate the effects of the discharge; • Whether an evacuation may be needed; and • Names of individuals and/or organizations who have also been contacted.

8. SPCC Spill Reporting Requirements (Report within 60 days) (§112.4):

Submit information to the EPA Regional Administrator (RA) and the appropriate agency or agencies in charge of oil pollution control activities in the State in which the facility is located within 60 days from one of the following discharge events:

- A single discharge of more than 1,000 U.S. gallons of oil to navigable waters or adjoining shorelines or
- Two discharges to navigable waters or adjoining shorelines each more than 42 U.S. gallons of oil occurring within any twelve month period

You must submit the following information to the RA:

- (1) Name of the facility;
- (2) Your name;
- (3) Location of the facility;
- (4) Maximum storage or handling capacity of the facility and normal daily throughput;
- (5) Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements;
- (6) An adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary;
- (7) The cause of the reportable discharge, including a failure analysis of the system or subsystem in which the failure occurred; and
- (8) Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence
- (9) Such other information as the Regional Administrator may reasonably require pertinent to the Plan or discharge

* * * * *

**NOTE: Complete one of the following sections (A, B or C)
as appropriate for the facility type.**

A. Onshore Facilities (excluding production) (§§112.8(b) through (d), 112.12(b) through (d)):

The owner or operator must meet the general rule requirements as well as requirements under this section. Note that not all provisions may be applicable to all owners/operators. For example, a facility may not maintain completely buried metallic storage tanks installed after January 10, 1974, and thus would not have to abide by requirements in §§112.8(c)(4) and 112.12(c)(4), listed below. In cases where a provision is not applicable, write "N/A".

Table G-10 General Rule Requirements for Onshore Facilities		N/A
Drainage from diked storage areas is restrained by valves to prevent a discharge into the drainage system or facility effluent treatment system, except where facility systems are designed to control such discharge. Diked areas may be emptied by pumps or ejectors that must be manually activated after inspecting the condition of the accumulation to ensure no oil will be discharged. [§§112.8(b)(1) and 112.12(b)(1)]	x	
Valves of manual, open-and-closed design are used for the drainage of diked areas. [§§112.8(b)(2) and 112.12(b)(2)]	x	
The containers at the facility are compatible with materials stored and conditions of storage such as pressure and temperature. [§§112.8(c)(1) and 112.12(c)(1)]	x	
Secondary containment for the bulk storage containers (including mobile/portable oil storage containers) holds the capacity of the largest container plus additional capacity to contain precipitation. Mobile or portable oil storage containers are positioned to prevent a discharge as described in §112.1(b). [§112.6(a)(3)(ii)]	x	
If uncontaminated rainwater from diked areas drains into a storm drain or open watercourse the following procedures will be implemented at the facility: [§§112.8(c)(3) and 112.12(c)(3)]		
<ul style="list-style-type: none"> • Bypass valve is normally sealed closed • Retained rainwater is inspected to ensure that its presence will not cause a discharge to navigable waters or adjoining shorelines • Bypass valve is opened and resealed under responsible supervision • Adequate records of drainage are kept [Drainage Log maintained by site personnel] 	x x x x	
For completely buried metallic tanks installed on or after January 10, 1974 at this facility [§§112.8(c)(4) and 112.12(c)(4)]:		
<ul style="list-style-type: none"> • Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions. • Regular leak testing is conducted. 		x x
For partially buried or bunkered metallic tanks [§112.8(c)(5) and §112.12(c)(5)]:		
<ul style="list-style-type: none"> • Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions. 		x
Each aboveground bulk container is tested or inspected for integrity on a regular schedule and whenever material repairs are made. Scope and frequency of the inspections and inspector qualifications are in accordance with industry standards. Container supports and foundations are regularly inspected. [§112.8(c)(6) and §112.12(c)(6)(i)]		x
Outsides of bulk storage containers are frequently inspected for signs of deterioration, discharges, or accumulation of oil inside diked areas. [Inspection Log maintained by site personnel] [§§112.8(c)(6) and 112.12(c)(6)]	x	
For bulk storage containers that are subject to 21 CFR part 110 which are shop-fabricated, constructed of austenitic stainless steel, elevated and have no external insulation, formal visual inspection is conducted on a regular schedule. Appropriate qualifications for personnel performing tests and inspections are documented. [§112.12(c)(6)(ii)]		x


Table G-10 General Rule Requirements for Onshore Facilities

		N/A
<p>Each container is provided with a system or documented procedure to prevent overfills for the container. Describe:</p> <p>Drums are either received full or filled manually.</p> <p>Operational lube oil tanks are manually filled once or upon periodic maintenance as needed. Level is visually watched.</p> <p>Tanks TBT-1, 2, 3, 5, 6, 7 are equipped with high level alarms and/or level gauges.</p>	x	
Liquid level sensing devices are regularly tested to ensure proper operation [Inspection Log maintained by site personnel]. [§112.6(a)(3)(iii)]	x	
Visible discharges which result in a loss of oil from the container, including but not limited to seams, gaskets, piping, pumps, valves, rivets, and bolts are promptly corrected and oil in diked areas is promptly removed. [§§112.8(c)(10) and 112.12(c)(10)]	x	
Aboveground valves, piping, and appurtenances such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces are inspected regularly. [Inspection Log maintained by site personnel] [§§112.8(d)(4) and 112.12(d)(4)]	x	
Integrity and leak testing are conducted on buried piping at the time of installation, modification, construction, relocation, or replacement. [§§112.8(d)(4) and 112.12(d)(4)]		x

ATTACHMENT 1 – Five Year Review and Technical Amendment Logs

ATTACHMENT 1.1 – Five Year Review Log

I have completed a review and evaluation of the SPCC Plan for this facility, and will/will not amend this Plan as a result.

Review and Evaluation of SPCC Plan for Facility			
Review Date	Plan Amendment		Name and signature of person authorized to review this Plan
	Will Amend	Will Not Amend	
11/2011	X New Transformers, Feed Gas Compressor, Expander		Michael Lauro See old copy for signature
9/2012	X Administrative, convert to self-cert		Michael Lauro See old copy for signature
08/2013	X Simplified Site Plan		Michael Lauro See old copy for signature
7/2014	X Added trap bags by substation D		Michael Lauro See old copy for signature
11/2015	X Administrative		Michael Lauro See old copy for signature
6/2016	X Converted to Tier 1 Format		Michael Lauro 

Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template.

ATTACHMENT 1.2 – Technical Amendment Log

[illegible]

ATTACHMENT 2 – Oil Spill Contingency Plan and Checklist

An oil spill contingency plan and written commitment of resources is required for:

- Flowlines and intra-facility gathering lines at oil production facilities and
- Qualified oil-filled operational equipment which has no secondary containment.

An oil spill contingency plan meeting the provisions of 40 CFR part 109, as described below, and a written commitment of manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful is attached to this Plan.

x

Complete the checklist below to verify that the necessary operations outlined in 40 CFR part 109 - Criteria for State, Local and Regional Oil Removal Contingency Plans - have been included.

Table G-15 Checklist of Development and Implementation Criteria for State, Local and Regional Oil Removal Contingency Plans (§109.5)^a

(a) Definition of the authorities, responsibilities and duties of all persons, organizations or agencies which are to be involved in planning or directing oil removal operations.	x
(b) Establishment of notification procedures for the purpose of early detection and timely notification of an oil discharge including:	
(1) The identification of critical water use areas to facilitate the reporting of and response to oil discharges.	x
(2) A current list of names, telephone numbers and addresses of the responsible persons (with alternates) and organizations to be notified when an oil discharge is discovered.	
(3) Provisions for access to a reliable communications system for timely notification of an oil discharge, and the capability of interconnection with the communications systems established under related oil removal contingency plans, particularly State and National plans (e.g., NCP).	x
(4) An established, prearranged procedure for requesting assistance during a major disaster or when the situation exceeds the response capability of the State, local or regional authority.	x
(c) Provisions to assure that full resource capability is known and can be committed during an oil discharge situation including:	x
(1) The identification and inventory of applicable equipment, materials and supplies which are available locally and regionally.	x
(2) An estimate of the equipment, materials and supplies which would be required to remove the maximum oil discharge to be anticipated.	x
(3) Development of agreements and arrangements in advance of an oil discharge for the acquisition of equipment, materials and supplies to be used in responding to such a discharge.	x
(d) Provisions for well defined and specific actions to be taken after discovery and notification of an oil discharge including:	
(1) Specification of an oil discharge response operating team consisting of trained, prepared and available operating personnel.	x
(2) Predesignation of a properly qualified oil discharge response coordinator who is charged with the responsibility and delegated commensurate authority for directing and coordinating response operations and who knows how to request assistance from Federal authorities operating under existing national and regional contingency plans.	x
(3) A preplanned location for an oil discharge response operations center and a reliable communications system for directing the coordinated overall response operations.	x
(4) Provisions for varying degrees of response effort depending on the severity of the oil discharge.	x
(5) Specification of the order of priority in which the various water uses are to be protected where more than one water use may be adversely affected as a result of an oil discharge and where response operations may not be adequate to protect all uses.	x
(6) Specific and well defined procedures to facilitate recovery of damages and enforcement measures as provided for by State and local statutes and ordinances.	x

^a The contingency plan must be consistent with all applicable state and local plans, Area Contingency Plans, and the National Contingency Plan (NCP)

CONTINGENCY PLAN AND EMERGENCY PROCEDURES



GREENPOINT ENERGY CENTER

Address:	287 MASPETH AVE
Borough:	BROOKLYN
County:	KINGS
County:	NEW YORK
State / ZIP:	NEW YORK 11211

Telephone:	718-963-5609
USEPA ID No.:	NYD006978795

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Table 1 Emergency & Environmental Coordinators

Table 2 Emergency Contacts

Attachment 1	Site Plan & Emergency Evacuation Assembly Areas
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Attachment 3	Emergency Equipment
Attachment 4	SPCC Site Plan

PREPARER/REVIEWER CERTIFICATION

This Contingency Plan and Emergency Procedures was prepared and reviewed by:

Name: Joseph Odierna

Title/Dept: Principal Engineer, Environmental Services NY South

Signature: 

Date: 8/3/16

Name: Michael Lauro

Title/Dept: Lead Environmental Scientist, Environmental Services NY South

Signature: 

Date: 8/3/16

STATEMENT OF MANAGEMENT APPROVAL & COMMITMENT

This Contingency Plan and Emergency Procedures has been fully reviewed. All plans and procedures cited herein have been and are being implemented as described.

Name: Christopher Corrado

Title/Dept: Manager, Environment NY South

Signature: 

Date: 8/3/16

RECORD OF REVISIONS

Revision Number	Date of Revision	Sections Revised	Authorized Signature Approving Revision
1	9/4/13	Emergency Coordinator and General revision	
2	1/2/14	Emergency phone number revision	
3	7/8/2016	Multiple minor revisions to expand scope of document for SPCC compliance	

A. PURPOSE

The purpose of this Contingency Plan and Emergency Procedures (hereinafter referred to as "Contingency Plan") is to minimize hazards to human health or the environment from fires, explosions, or any unplanned releases of petroleum products and hazardous waste or its constituents to air, soil or surface water. The actions described in this plan must be implemented immediately whenever such releases could threaten human health or the environment. This plan is prepared in accordance with the requirements of the New York State Department of Environmental Conservation's (NYSDEC) Title 6 NYCRR Subpart 373-3.4. and 40 CFR Part 112 Spill Prevention, Control and Countermeasure planning. This Plan is applicable to the Hazardous Waste Storage area and oil filled equipment and tanks on site and is not intended to replace existing facility emergency plans for occupied buildings or other areas.

NOTE: If outside agencies and authorities are notified because of a release, they must be re-notified before operations are resumed in the affected area.

B. EMERGENCY COORDINATORS [Ref: 6 NYCRR Subpart 373-3.4(f)]

An employee who discovers an emergency relating to the hazardous waste shed is to immediately contact the System Control Center, (516) 545-5000, who will notify the Emergency Coordinator listed on Table 1. If the Emergency Coordinator is not available, the Divisional Environmental Engineer or Alternate Environmental Contact should be contacted. The Emergency Coordinator has complete authority to commit necessary resources and personnel of the Company in the event of an emergency.

C. NOTIFICATION OF OUTSIDE AGENCIES [Ref: 6 NYCRR Subpart 373-3.4(g)]

The Emergency Coordinator (or their designee) must notify appropriate outside agencies whenever there is an imminent or actual emergency situation. The appropriate agencies to call are listed by type of incident in Table 2.

D. IMPLEMENTATION OF THE CONTINGENCY PLAN [Ref: 6 NYCRR Subpart 373-3.4(g)(3)]

The decision to implement the Contingency Plan depends upon whether or not an imminent or actual incident could threaten human health or the environment. The purpose of this section is

to provide guidance to the Emergency Coordinator in making this decision by providing decision-making criteria.

The Contingency Plan will be implemented in the following situations:

1. Fire and/or Explosion

- a. A fire causes the release of toxic fumes.
- b. The fire spreads and could possibly ignite materials at other locations on-site or could cause heat-induced explosions.
- c. The fire could possibly spread to off-site areas.
- d. Use of water and/or chemical fire suppressant, could result in contaminated run-off.
- e. An imminent danger exists that an explosion could occur, causing a safety hazard because of flying fragments or shock waves.
- f. An imminent danger exists that an explosion could ignite other hazardous waste at the facility.
- g. An imminent danger exists that an explosion could result in the release of toxic material.
- h. An explosion has occurred.

2. Spills or Material Release

- a. The spill could result in the release of flammable liquids or vapors, thus causing a fire or gas explosion hazard.
- b. The spill could cause the release of toxic liquid fumes.
- c. The spill is contained on-site, but the potential exists for ground-water contamination. Any spill not cleaned up immediately and completely has the potential to impact groundwater and should be evaluated.
- d. The spill cannot be contained on-site, resulting in off-site soil, surface water (Newtown Creek), and/or groundwater contamination.

E. EMERGENCY RESPONSE PROCEDURES [Ref: 6 NYCRR Subpart 373-3.4(g)]

Any person observing, being involved with or recognizing a discharge, release, or spill of hazardous materials is responsible, without jeopardizing personal safety, to:

- 1. Identify the problem to the best of their ability.

2. Take the following measures to stop and/or contain the release:
 - a. Stop the source from leaking.
 - b. Apply absorbent material on spill.
 - c. If the spill is to soil, shovel the contaminated soil into a drum.
 - d. If the spill is to a storm drain, immediately block off the drain before it discharges to surface waters (Newtown Creek) and, if possible, place absorbent boom at the discharge point.
3. Notify the System Control Center (see section B).

The Emergency Coordinator will assess the possible hazards, both direct and indirect, to human health or the environment.

The Emergency Coordinator will immediately identify the character, the exact source, the amount and extent of the release. The initial identification methods will be to utilize visual analysis of the materials and location of the release. If, for some reason, the released material cannot be identified, samples will be taken for chemical analysis. However, all released material should be contained.

Potential accidents fall under two general classifications: (1) fire and/or explosions; and (2) spills or material releases. Natural disasters such as earthquakes or hurricanes are assumed to fall into one of these two classifications.

1. Fire and/or Explosion

The following actions will be taken in the areas affected by the fire or explosions:

- a. Hazardous work in all areas will be shut down immediately.
- b. All power will be shut down as necessary and practical.
- c. An attempt will be made to extinguish the fire with available equipment.
- d. The Emergency Coordinator (or designee) will contact applicable outside agencies for assistance upon identification of the event (see Table 2).
- e. The area will be cleared of all personnel not actively involved in fighting the fire. These persons are to report to the designated rally points for accountability. Rally points are designated on the general site plan (see Attachment 1).

- f. All injured persons will be removed, and medical treatment will be administered by qualified personnel.
- g. Facility evacuation/fire alarm will be activated.

2. Spill or Material Release

After preliminary steps are taken to contain and isolate the spill or released material, as previously outlined, the Emergency Coordinator will obtain information pertaining to the following:

- a. The material spilled or released.
- b. Location of the release or spillage of hazardous material.
- c. An estimate of the quantity released and the rate at which it is being released.
- d. The direction in which the spill or vapor or smoke is heading.
- e. Any injuries involved.
- f. Fire and/or explosion or possibility of these events.
- g. The area and materials involved and the intensity of the fire or explosion.

The Emergency Coordinator will use this information to assess the magnitude and potential of the spill or release. The largest single source container for petroleum product is 835 gallons. If the accident is determined to lie within the Company's emergency response capabilities, the Emergency Coordinator will contact and deploy the necessary personnel. If the accident is beyond the facility's capabilities, the Emergency Coordinator will contact the Division Environmental Engineer to obtain emergency response contractor assistance. Should a spill reach Newtown Creek it is likely to be small and only require one or two small boats to deploy boom and absorbents. The Emergency Coordinator may also contact the emergency response contractor directly, but should still notify the Division Environmental Engineer or Environmental Duty Pager. A list of contacts and phone numbers can be found in Table 2. The initial response to any emergency will first be to protect human health and safety, and then the environment. Identification, containment, treatment, and disposal assessment will be the secondary response.

If for some reason, a chemical spill is not contained within the hazardous waste storage area, the area around the spill will be isolated. The area of isolation should be based on an assessment of the volumes involved and the type of incident. When any spill occurs, only those

persons involved in overseeing or performing emergency operations will be allowed within the designated hazard area. If possible, the areas will be roped or otherwise blocked off.

If the spill results in the formation of a toxic vapor cloud (by reaction with surrounding materials, by outbreak of fire, etc.) that may be released, further evacuation will be enforced.

In the event of a release of toxic material off-site, the Emergency Coordinator (or designee) will notify, as necessary, the appropriate agencies listed in Table 2.

The Emergency Coordinator, after consultation with the Division Environmental Engineer, will determine if the release is a reportable quantity under SARA Title III [ref. 40 CFR 302].

Once it is verified that a hazardous substance release in an amount greater than its reportable quantity has occurred, the Environmental Department shall implement the release reporting requirements as per internal procedures.

The notification must include:

1. Name and telephone number of the person reporting.
2. Name and address of the facility.
3. Time & type of incidence.
4. Name & quantity of material(s) involved.
5. Extent of injuries (if any).
6. The possible hazards to human health, or the environment outside the facility.

F. EVACUATION PLAN [Ref: 6 NYCRR Subpart 373-3.4(c)(6)]

In the event of a emergency, personnel will be notified to evacuate the area and gather in designated assembly area a safe distance from the effected area.

G. COPIES OF THE CONTINGENCY PLAN [Ref: 6 NYCRR Subpart 373-3.4(d)]

Copies of the Contingency Plan have been distributed to the Emergency Coordinator and Divisional Environmental Engineer (see Table 1). In addition, copies of the plan have been distributed to a Local Fire Department, Local Police Department, and Local Hospitals (see Table 2). Any revisions to the Contingency Plan will also be provided to all persons referenced

in this part. However, the Primary Emergency Coordinator and Divisional Environmental Engineer should verify they have the latest version of the Contingency Plan prior to use, as necessary.

H. INCIDENT REPORTING [Ref: 6 NYCRR Subpart 373-3.4]

An incident report will be prepared to document any event requiring implementation of the Contingency Plan. The report should include the incident report from National Grid's Incident Management System (IMS) which will document the incident, the response efforts, and remedial actions taken to prevent recurrence.

If the Emergency Coordinator determines that the facility has had a release, fire, or explosion which could threaten human health, or the environment, outside the facility, the Emergency Coordinator's findings must be reported as follows:

1. If the assessment indicates that evacuation of local areas may be advisable, appropriate local authorities must be notified immediately. The Emergency Coordinator must be available to help appropriate officials decide whether local areas should be evacuated; and
2. Both the Department of Environmental Conservation (using the New York State 24-hour oil and hazardous material spill notification number: 518-457-7362), and either the government official designated as the on-scene coordinator for that geographical area (in the applicable regional contingency plan under 40 CFR Part 300) (see 6 NYCRR 370.1(e)), or the National Response Center (using their 24-hour toll free number 800-424-8802) must be notified immediately. The report must include:
 - a. name and telephone number of reporter;
 - b. name and address of facility;
 - c. time and type of incident (e.g., release, fire);
 - d. name and quantity of materials involved, to the extent known;
 - e. the extent of injuries, if any; and
 - f. the possible hazards to human health, or the environment, outside the facility.

If the incident causes release of hazardous waste or hazardous waste constituents, a written report will be prepared and submitted to the NYSDEC within 15 days after the incident. The Environmental Department will submit the report, which will include:

- Name, address, and telephone number of the owner or operator.
- Date, time, and type of incident and date of verbal report.
- Name and quantity of materials involved in the incident.
- The extent of injuries, if any.
- The assessment of the level of damage to the environment (or hazards to public health or the environment).
- An estimate of the clean-up debris that resulted from the incident and the disposition of this material.
- A description and reasons for any deviation of the measures taken from those outlined in this plan.
- Proposed remedial measures to be taken to prevent recurrence.

I. PLAN AMENDMENT [Ref: 6 NYCRR Subpart 373-3.4(e)]

The Contingency Plan will be reviewed on a regular basis by the Divisional Environmental Engineer and whenever:

1. The list of Emergency Coordinator changes.
2. The inventory of emergency equipment significantly changes.
3. The facility changes in design, operation, maintenance, construction, or in other instances that increase the potential for fire, explosion, or release of hazardous substances to the environment.
4. The applicable regulations are revised.
5. The plan fails in an emergency.

The Emergency Coordinator will be responsible and authorized to amend and change the Contingency Plan and to insure the update of all copies of the plan. The Divisional Environmental Engineer may also amend this plan.

TABLE 1
LIST OF EMERGENCY COORDINATORS

Facility Name:	Greenpoint Energy Center
Address:	287 Maspeth Avenue
City:	Brooklyn, New York 11211

In case of emergency immediately contact the System Control Center, (516) 545-5000, who will notify the Emergency Coordinator listed below. If the Emergency Coordinator is not available, the Divisional Environmental Engineer or the Alternate Environmental Contact should be contacted.

Title	Name / Organization	Address	Telephone Numbers
Emergency Coordinator	Ricardo Garcia/Facilities Management	Work 287 Maspeth Avenue Brooklyn, NY 11211 Home 9 Winter Green Court Stroudsburg, PA 18360	718-963-5550 (Desk) 347-668-0011 (Cell) 570-402-9075 (Home)
Divisional Environmental Engineer	Joseph Odierna /Environmental Management	Work 175 East Old Country Road Hicksville, NY 11801	516-545-2255 (Desk) 516-369-1883 (Cell)
Alternate Environmental Contact		Environmental Management NY South Spill Notification	1-800-204-2730 (24/7)

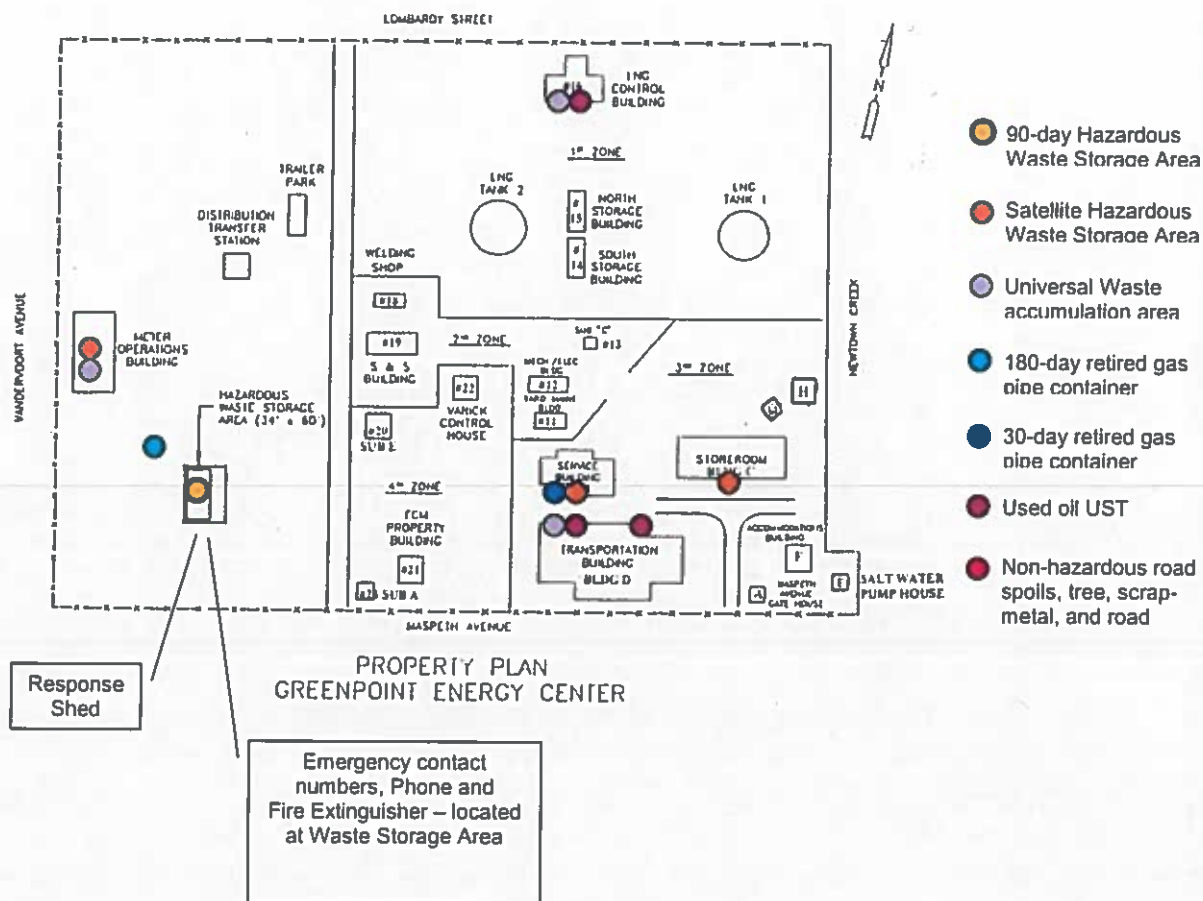
TABLE 2
EMERGENCY CONTACTS

Facility Name:	Greenpoint Energy Center
Address:	287 Maspeth Avenue
City:	Brooklyn, New York 11211

Type of Emergency	Organization/Name	Telephone Number
Injury/Illness	Security Control Center	516-545-5000
	Local Hospital: Wyckoff Heights Medical Center 374 Stockholm Street Brooklyn, New York 11237 Woodhull Hospital 850 Grand Street Brooklyn, NY 11211	911
Fire/Explosion Actual or Potential	Security Control Center	516-545-5000
	Local Police Department: 94 th Pct 100 Meserole Street Brooklyn, New York 11206	911
	Local Fire Departments: Engine 229 Ladder 146 75 Richardson St Brooklyn, NY 11211	911
Hazardous Material Spill	Environmental Management NY South Spill Notification Will assure all regulatory and internal notifications are made (will contact OSROs if necessary)	1-800-204-2730 (24/7)

Note: Refer to Environmental Procedure 5, 15 and the EG 500 series of the Environmental Guidance Documents for supplemental notifications.

ATTACHMENT 1 **Site Plan & Emergency Evacuation Assembly Areas**



ATTACHMENT 2
Description of Hazardous Wastes Generated at the Site

Examples:

- **Waste Gasoline and/or Diesel Fuel**
- **Waste Solvents (Safety-Kleen)**
- **PCB Contaminated Wastes**
 - **Gas Condensate**
 - **Coal Tar Wrap Pipe**
- **Mercury Regulators**
- **Waste Head and Tail Lights**
- **Waste fuel filters**
- **Fluorescent and Sodium/Mercury Bulbs**
- **Waste Paint and Paint-Related Materials**
- **Aerosol Cans**
- **Lead/Acid Batteries**

ATTACHMENT 3

Emergency Equipment

EMERGENCY EQUIPMENT [Ref: 6 NYCRR Subpart 373-3.3(c)]

This site maintains an adequate supply of emergency equipment to be used during an emergency involving a fire, an explosion, or a small (<100 gals) spill or release of petroleum or hazardous materials to land. These include the following:

Spill Containment: This site maintains approximately 50 bags of oil absorbent, 50 absorbent pads, and other miscellaneous equipment such as shovels, brooms, etc. Spill containment equipment is stored in spill drums located at the fuel islands and the hazardous waste storage area.

GENERAL RESPONSE EQUIPMENT (Spill Kit)

<u>Y</u>	3M oil absorbent materials (rolls) [101029] and Speedy Dry
<u>Y</u>	Brooms [518009]
<u>Y</u>	Shovels [578020]
<u>Y</u>	Heavy plastic bags [101135]
<u>Y</u>	Barricade tapes
<u>Y</u>	Drum labels (hazardous wastes, PCB, flammable liquid, etc.)

Fire Extinguishers: Hand-held fire extinguishers are located at the hazardous waste storage shed and scattered throughout the site in accessible locations.

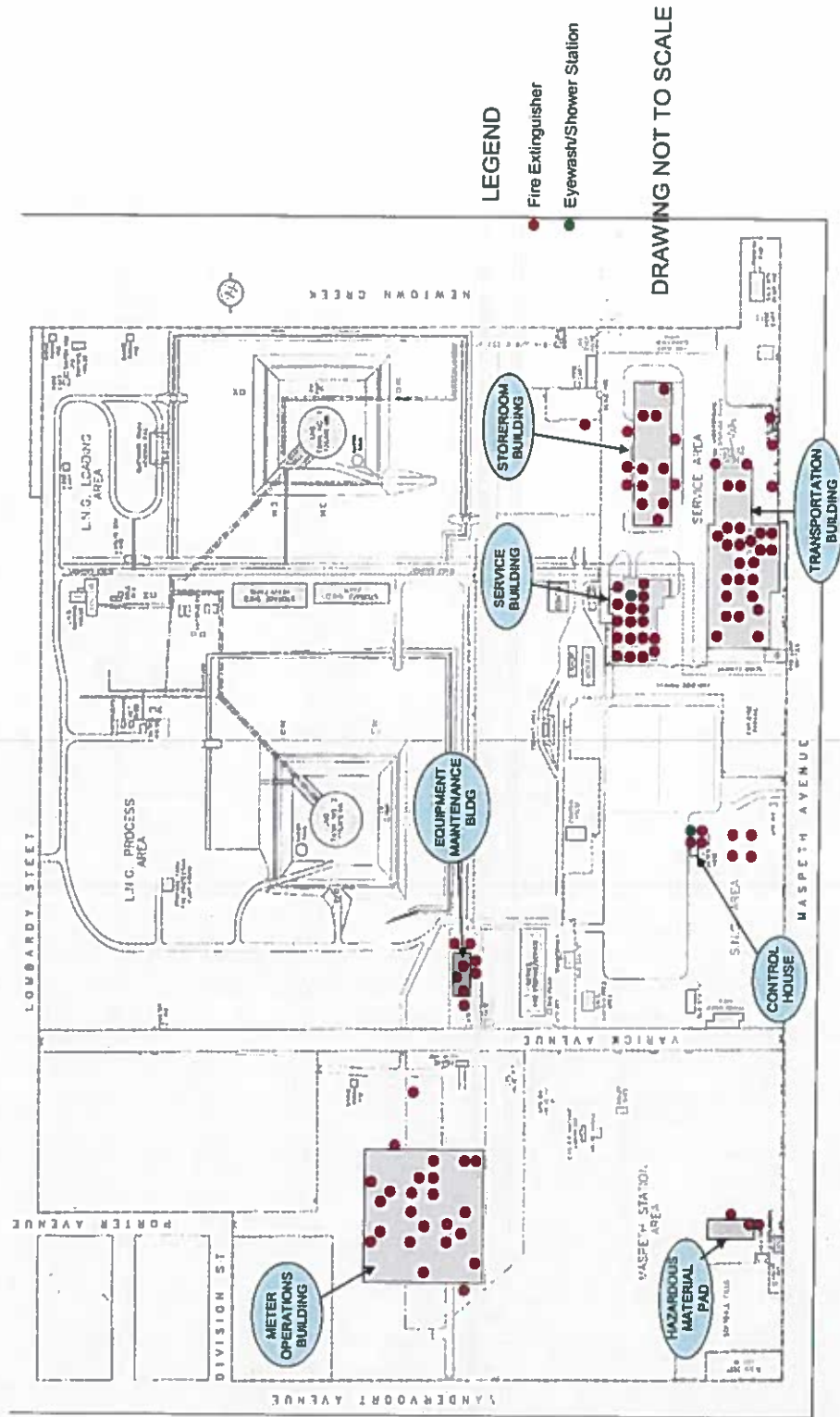
Internal Communication System: The site is equipped with a phone system, and an intercom paging system.

Alarm System: Smoke and heat detectors serve as the primary means of alerting employees in the site of any required emergency response actions. The detectors provide for a sufficient reaction time for a partial or complete evacuation of personnel from the immediate area in an emergency. The Office Building Emergency Evacuation Team is mobilized and activated via the detectors. The detectors installed in the office building will sound locally and terminate at the Security Control Center (SCC) in the Hicksville Operations Center. There are smoke detectors installed in the Fleet Garage/ Warehouse that alarm locally and terminate at the SCC.

First Aid Supplies: These supplies include bandages, antibacterial ointments, splints, local and topical anesthetics, and eyewash bottles and solution. The site has a trained Evacuation Emergency Team to respond to emergencies. They have company-issued first aid kits. In the event an injured person requires hospital assistance, a call will be made to the local fire department, per procedures, and is taken to the local hospital (see Table 2).

Protective Clothes: The following personal protective equipment are provided and maintained at this facility to ensure a proper level of protection for emergency response personnel:

- Polyethylene coated TYVEK suits [524519]
- Polyethylene coated TYVEK booties [515016]
- PVC chemical protective gloves [541022]
- Hard hats [548101]
- Work gloves [541032]
- Rubber boots [515016]
- Safety glasses [542161]



NEWTOWN CREEK

True North

Control Building

27 NVA Substation with 2x635 gal transformers

3 Natural Gas Phase Engines with gal line oil

2775 gal lube oil

Drums

60 gal Trail Gas Comp Oil

2x275 gal Transformers for LNG Vaporizers

LNG

North & South Storage Buildings Scattered Drums

Substation C 600 gal

Service Bldg

Substation B 2x120 gal

Substation A 2x170 gal

Transportation Bldg

Used Oil 600 gal
Lube Oil 250 gal
Transmission Fluid 200 gal
Hydraulic Fluid 200 gal
Used Oil 250 gal
Used Oil 275 gal

Substation D 400 gal

6x6 Mat Staging Sheds - Drums

Substation A owned by Con Edison

Wardens Avenue

Peffer Avenue

Division Place

Ward Avenue

Manhattan Avenue

ATTACHMENT 3 – Discharge Notification Form

In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information will be provided to the National Response Center [also see the notification information provided in Section 7 of the Plan]:

NationalGrid Spill Notification Procedure and Form

SUBJECT

Release Notification in Downstate New York

REFERENCE

EP No. 5 – Release Response

1. **PURPOSE:** This guidance document provides instructions for all employees in downstate New York to report a release/spill of oil or any other chemical to the environment.
2. **SCOPE:** This guidance applies to the release of non-hazardous and hazardous materials to the environment in the downstate New York (New York City / Long Island) territory of National Grid. Organizations affected by this guidance include: Gas, Generation, Facilities, Fleet and any other National Grid organizations.
3. **DEFINITIONS:**
 - a. **Environmental 24 hour Hotline** – a dedicated pager number to reach Environmental to report a release. The number is 1-800-204-2730
 - b. **Hazardous Material** – any potentially hazardous substance such as gas condensate, PCB oil, acids, ethylene glycol (anti freeze), refrigerants, herbicides, etc.
 - c. **Non-hazardous material** – means oil of any kind, including petroleum and mineral oil in electrical equipment, motor oil, fuel oil, hydraulic fluid, diesel fuel, etc., or other liquid substance.
 - d. **PCB-Contaminated Oil** – means oil containing PCBs in the quantity ranging from 50-499 ppm.
 - e. **PCB Oil** – means oil containing PCBs in a concentration at or greater than 500 ppm.
 - f. **Release** – means any spilling, leaking, pumping, pouring, emitting, emptying, of any non-hazardous and hazardous material to the environment. Releases are categorized according to the volume, location impacts and other factors as either, Category 1, Category 2, or Near Miss as outlined in EP-15, *Reporting of Environmental Incidents*. Category 1 releases generally have more impact to the environmental and could result in violations and penalties.
 - g. **Reportable Quantity (RQ)** – means that quantity of a material released to the environment as defined in 40 CFR Part 117 and 40 CFR Part 302.
4. **RESPONSIBILITIES:**
 - a. **Any Employee** – All employees are responsible to report any release of non-hazardous and hazardous material to the System Operator or their Supervisor.
 - b. **Operating Organization** – Responsible to make the initial notification to Environmental Management. Also responsible for internal management notifications, non-environmental regulatory as required by their operating procedures. (See Section 5.2)
 - c. **Environmental Management** – Responsible for government notifications and other activities listed in Section 5.3.

5 ACTIONS:

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SUBJECT

Release Notification in Downstate New York

REFERENCE

EP No. 5 – Release Response

5.1 GENERAL EMPLOYEES:

- a. Upon discovery of any non-hazardous and hazardous material release, immediately notify their supervisor or the appropriate control center:
- For Gas Organizations contact the Gas Dispatch
 - For Generation contact the Northport Control Room
 - For Fleet, Facilities or any other, contact the Environmental Hotline

NOTE: ALL RELEASES OF OIL ARE REQUIRED TO BE REPORTED, NO MATTER WHAT THE VOLUME.

- b. Provide as much information as possible including:

- Location: Street address, Town
Cross Street
County
On street, rear property, private property
Pole number, Grid
- Date and Time of release (or discovery date if release date unknown)
- Type of equipment – pole top transformer, pad mount, capacitor, meter, pipe, etc.
- Volume released – (estimate if actual not known)
- Cause (equipment failure, MVA, storm, human error, etc.)
- Specifics of release impacts
 - Pavement, street, driveway, curb, etc.
 - Storm drain or Water body
 - Grass, soil, landscaping
 - Private property – walkways, grass, ornamental landscaping, patio, fence, pool, etc.
- Description of release – Provide a brief narrative of the occurrence. For example, “transformer leaking on street and soil at base of pole. Spray impacted customer driveway, grass and plants. Storm drain nearby.”
- Other pertinent information, such as is the material still being released or actions taken to stop or contain the material.

- c. The field crew should take steps to minimize the impacts of the release according to their level of training. This may include a request for an emergency response contractor.

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SUBJECT

Release Notification in Downstate New York

REFERENCE

EP No. 5 – Release Response

For your Safety, work only to your level of training. Do not attempt to contain a spill if there is a concern for personal safety.

- Minimize the release
 - Minimize the amount of spillage by up-righting tipped transformers, bagging transformers, closing valves etc. or other effort to stop the leak or release.
- Contain release by using speedy dry (if available)
- Isolate nearby storm drains using speedy dry (if available), soil or cover
- Make area safe until the clean-up contractor arrives.
- Do not spread the contamination

NOTE: Using physical barriers, visible warnings (i.e., caution tape, cones, etc.), or other means, restrict access to the spill area. Prevent unauthorized persons from entering the area.

5.2 CONTROL CENTERS OR MANAGEMENT:

- a. Upon notification of a release, gather information from the caller as to substance spilled, volume, cause, date and time of release, etc. (use EG505NYS Form or equivalent).
- b. Contact the Environmental Hotline and provide the available information.
- c. Use internal procedures to make internal management and non-environmental regulatory notifications as required. This might include media or government relations, Emergency Preparedness or others. NOTE: The Generation procedure requires the control room to make all regulatory notifications and call out emergency response contractors directly. Environmental will act as a back up to ensure the required NYSDEC 2 hour notice requirement is met.

5.3 ENVIRONMENTAL MANAGEMENT:

- a. Record all information on the environmental release form.
- b. Make required environmental regulatory agency notifications. These vary by location but include the New York State Department of Environmental Conservation, local towns/City and notification to the National Response Center, as required.
- c. Contact emergency response contractor.
- d. Enter/classify/close out release in IMS.
- e. Provide assistance to clean up crews in making arrangements for clean up debris disposal.
- f. Categorize the release (e.g. Category 1, Category 2, Near Miss) as outlined in EP-15, *Reporting of Environmental Incidents*.

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SUBJECT

Release Notification in Downstate New York

REFERENCE

EP No. 5 – Release Response

- g. Confirm clean up.
- h. Provide additional information to state agency to close out the release.

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Release Notification in Downstate New York

REFERENCE

EP No. 5 – Release Response

Record of Change

Date of Review/Revision:

Revision	Date	Description
1		Initial
2	4/22/13	Complete revision to simplify process.
3	1/6/2014	Removal of LIPA references

APPROVED BY: VICE PRESIDENT, ENVIRONMENTAL SERVICES

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GAS <input type="checkbox"/> GENERATION <input type="checkbox"/> Other: _____	Downstate NY Release Incident Information Capture Report	EG-505NYS-FORM For Use by Operating Organizations		
Incident Date: _____ Time: _____ AM PM Weather: _____ Reported By: _____ Dept: _____ Phone: _____ Received by: _____ Dept: _____ Phone: _____				
Incident Location Location: _____ Address: _____ City: _____ County: _____ X Street _____				
Description: _____ _____ _____ _____ _____ _____ _____ _____				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> Details Material: <input type="checkbox"/> Gas Condensate <input type="checkbox"/> Hydraulic Fluid; <input type="checkbox"/> Fuel Other: _____ Source: _____ Cause: <input type="checkbox"/> Eq Fail; <input type="checkbox"/> Storm; <input type="checkbox"/> Human Error Other: _____ </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> Quantity Released: _____ <input type="checkbox"/> gallons <input type="checkbox"/> pounds Other: _____ if > 100 gals or impacts water call in ASAP </td> </tr> </table>			Details Material: <input type="checkbox"/> Gas Condensate <input type="checkbox"/> Hydraulic Fluid; <input type="checkbox"/> Fuel Other: _____ Source: _____ Cause: <input type="checkbox"/> Eq Fail; <input type="checkbox"/> Storm; <input type="checkbox"/> Human Error Other: _____	Quantity Released: _____ <input type="checkbox"/> gallons <input type="checkbox"/> pounds Other: _____ if > 100 gals or impacts water call in ASAP
Details Material: <input type="checkbox"/> Gas Condensate <input type="checkbox"/> Hydraulic Fluid; <input type="checkbox"/> Fuel Other: _____ Source: _____ Cause: <input type="checkbox"/> Eq Fail; <input type="checkbox"/> Storm; <input type="checkbox"/> Human Error Other: _____	Quantity Released: _____ <input type="checkbox"/> gallons <input type="checkbox"/> pounds Other: _____ if > 100 gals or impacts water call in ASAP			
Specifics of spill impacts <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Pavement, street, driveway, curb, etc. <input type="checkbox"/> Grass, soil, forest, open field, etc. </div> <div> <input type="checkbox"/> Storm drain or Water body <input type="checkbox"/> Private property – ornamental landscaping, patio, fence, pool, etc. </div> </div> Other: _____				
Called in to Environmental 1-800-204-2730 Date / Time _____ / _____ Enviro Rep: _____				